



Office Clerk

Posted by: Bright Sky Immigration Services Inc

Posting date: 24-Nov-2025 **Closing date:** 23-May-2026

Education: Secondary School

Language: English

Job location: Winnipeg

Salary: \$16 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ6796212

Job description:

Office Clerk

Posted on November 24, 2025 by BRIGHT SKY IMMIGRATION SERVICES INC

Job details

Location:

1465 INKSTER BLVD

Winnipeg, MB

Work location: On site

Salary

16.00 hourly / 35.00 to 40.00 hours per week

Terms of employment
Permanent employment
Full time
Evening, Morning, Day, Weekend
Starts as soon as possible

Vacancies: 1 vacancy
Overview
Languages
English
Education
Secondary (high) school graduation certificate

Experience
Experience an asset
On site

Work must be completed at the physical location. There is no option to work remotely.
Responsibilities

Tasks
Type and proofread correspondence, forms and other documents
Receive and forward telephone or electronic enquiries
Work on reports from manual or electronic files, inventories and databases
Process incoming and outgoing mail manually or electronically
Send and receive messages

Photocopy and collate documents for distribution, mailing and filing
Order office supplies and maintain inventory
Perform data entry

Provide customer service
Organize and schedule office work

Additional information
Work conditions and physical capabilities
Fast-paced environment
Work under pressure
Tight deadlines
Repetitive tasks
Attention to detail

Personal suitability
Adaptability
Collaborative
Efficiency
Hardworking
Quick learner
Time management
Accurate
Client focus
Efficient interpersonal skills
Organized
Punctuality
Team player

Who can apply for this job?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada
other candidates, with or without a valid Canadian work permit

How to apply
Direct Apply
By Direct Apply
By email
hr.brightskyimmigration@gmail.com

Posted on canadianjobportal.com